



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: COMMUNITY DEVELOPMENT OFFICER**

**JOB SUMMARY:**

To implement and monitor community development activities, including undertaking conflict resolutions.

**REPORTS TO:**

- Reports directly to the Community Development Coordinator
- Required to interface with other LSA professional and non-professional LSA staff involved in the community development matters

**SUPERVISION GIVEN TO:**

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**DUTIES AND RESPONSIBILITIES:**

- Identifies, facilitates and coordinates community development projects and programmes
- Liaises with related agencies such as community groups, governmental and non-governmental organisations to effect collaborative approach to community development
- Educates and counsels beneficiaries on all aspects of Squatter Regularisation and mediates in situations of possible conflict
- Conducts / uses field surveys to inform development activities
- Performs other related duties

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge in analysing in Quantitative and Qualitative Data
- Considerable knowledge in an experience of the principles and practices of community development

**SKILLS AND ABILITIES:**

- Mediation Skills would be an asset
- Proficient in Microsoft Office Suite
- Good communication (oral and writing) skills
- Ability to work in teams, with initiative and be able to work unsupervised

**MINIMUM EXPERIENCE AND TRAINING:**

- First Degree in Social Work, Sociology, Psychology or a related field from a recognized University.
- Minimum of three (3) years' experience in the field of community development and social work.
- Any equivalent combination of experience and training.